



CHARGING AND REMISSIONS POLICY

The Governors wish to make the school's programme of curriculum visits and activities available to as many students as possible. They endorse the principle that no student should have access to the curriculum limited by charges but recognise they have to operate within the constraints of the school budget.

The Governing Body also recognises that there is a clear distinction in charging between Curriculum and Non-Curriculum activities.

A CURRICULUM ACTIVITIES

Any changes made by the school for curriculum activities must meet the requirements of the 1996 and 2002 Education Acts. It is the policy of the governing body.

1. Residential Trips – Board and Lodging
To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission.
2. Curriculum Activities
To request contributions from parents in advance for curriculum activities/trips during school time. No student should be excluded by reason of inability or unwillingness to make a voluntary contribution. However, if insufficient voluntary contributions are raised to fund the activity/trip, then it must be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.
3. Examinations
NO charge for examination entries, except where:
 - 3.1 the school has not prepared students for the examination in the year for which the entry is made, or
 - 3.2 a student has failed, for no good reason, to complete the requirements of the examinations or to attend for it and does not provide to the school acceptable reasons for this.
 - 3.3 The Governors reserve the right to charge for re-taking examinations or modules.
 - 3.4 A student withdraws from an examination without the agreement of the school.
4. General Lesson Costs
To levy NO charge in respect of books and materials provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at the school, except where parents have indicated in advance that they wish to purchase the product.
5. Additional Peripatetic Music Tuition provided by the East Riding of Yorkshire Council Music Support Service
The school will make a termly charge to parents for instrumental music tuition by visiting East Riding Music Service teachers for those who request extra instrumental tuition for their child. There will be a 50% subsidy for students whose parents are eligible for statutory remission (this is not a legal right but has been made at the discretion of the

Governing Body). A discount will be given if payments are made for the full year in advance, which is non-refundable.

6. Statutory Remission

Statutory remission is given to those parents who are in receipt of either: -

Income Support

Income-based Jobseeker's Allowance

Support under Part VI of the Immigration and Asylum Act 1999;

Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income that does not exceed the yearly Inland Revenue assessed threshold (£14,155 for the year 2006-7)

Guarantee element of State Pension Credit.

These criteria are the same as for free lunch entitlement.

B NON-CURRICULUM (EXTRA CURRICULAR) ACTIVITIES

1. Non-Curriculum Trips

To levy a charge, as an 'optional extra', for trips which are NOT part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination. However, if there are insufficient pupils to make the trip viable, then it must be cancelled and a full refund given. Any insurance costs will be included in charges for trips and activities.

2. School Property

To charge parents for damages to or loss of school property caused wilfully or negligently by their children.

3. Private Photocopying

A charge will be levied to cover the cost of private photocopying which will be determined on an annual basis on a per copy basis.

4. Cashless Catering

A charge will be levied to cover the cost of a replacement 'swipe card' for use with the cashless catering system where the card has been lost, damaged or defaced. There will be no charge for the first card but subsequent cards will be charged against users accounts. This charge will be determined on an annual basis by the Finance Manager.

5. Private Lettings

To charge for private lettings using the scale of charges as set out for directed community use of school premises by the Local Authority, to include VAT where appropriate. Discretion can be allowed at the Field Teacher's/Finance Manager's discretion.

6. Freedom of Information

Information published on our website is free, although you may incur costs from your internet service provider. If you don't have Internet access, you can access our website using a local library or an Internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or a large postage charge, or is for a priced item such as some printed publications or videos we will advise you of the cost before fulfilling your request.

7. School Discretion
To leave to the Head's discretion, the proportion of costs of an activity which should be charged to public or non-public funds.
To delegate to the Chair of Governors and Head the determination of any individual case arising from the implementation of this policy.

8. Examination Fees

The cost of all examinations fees for subjects taught within the school will be paid by the school but Governors reserve the right to charge for re-taking examinations or modules.

In cases where a student fails to meet examination board entry requirements after being entered for the examination or fails to turn up for any part of the examination without an acceptable reason then parents will be charged for the examination fees.

C GUIDANCE FOR STAFF – IMPLEMENTATION OF THE CHARGING POLICY

1. Charges in Practical Subjects

In practical subjects, parents may be asked for the full or partial cost of materials or ingredients e.g. in Home Economics, Technology and Art.

Each September (or as appropriate during the year) a standard letter may be sent to parents asking for a voluntary contribution. Failure to make a contribution will not affect the course the student follows but they may not be able to retain the finished product.

2. Residential Trips – Board and Lodging

Charges in the form of voluntary contributions will be requested from parents for trips which take place mainly DURING school hours.

No student may be excluded from the trip because of inability or unwillingness to pay but the school is entitled to cancel the trip if the cost is not met by voluntary contributions.

The Headteacher can approve a contribution from school funds for curriculum trips where there is an inability to contribute and the parents meet the statutory remission criteria. A letter should be requested from the parents and passed to the Headteacher for approval.

Trips which take place mainly OUTSIDE school hours are chargeable provided they are not part of an examination course.

3. Charges

Charges must not be more than the cost of the trip and can include:

Travel, board and lodgings, materials, books and other equipment, non-teaching staff costs, teaching staff costs (travel, board and lodging), supply cover, a preliminary visit if required and insurance.

4. School Hours – The 50% Rule

There are two categories of curriculum trips for charging:

4.1 A curriculum trip mainly in school time = voluntary contribution

4.2 A curriculum trip mainly outside school time = an optional extra

5. Curriculum Residential Trips – Board and Lodgings

Where LESS than 50% of the trip time is outside school hours (sessions) then it can be charged for as an optional extra requiring voluntary contributions but the board and lodgings can be charged in full.

Where MORE than 50% of the trip is outside school hours (sessions) then it can be charged in full as an optional extra.

The school can charge in full for board and lodgings on ALL residential trips which involve students in nights away from home trips.

Governors are obliged to remit the full cost of this element to parents who are eligible for statutory remission, where the trip takes place MAINLY during school hours.

Visit organisers arranging a residential trip MAINLY in school hours should include the following statement in their letter to parents:

“Parents who are eligible for a reduction according to the schools charging and remission policy or receive free school lunches, should contact the organiser of the trip for further information about remission of board and lodgings costs. You may discuss the matter in complete confidence.”

All letters making charges or requesting voluntary contributions should be typed by the school office and submitted to the headteacher or deputy before being issued.

6. **LETTERS TO PARENTS**

Trip organisers must decide whether the proposed trip is an optional extra or one requiring voluntary contributions. The appropriate following statement 7.1 OR 7.2 must be included in the letter to parents inviting the student to take part in the trip.

6.1 Optional Extra:

“The visit is an ‘optional extra’ under the 1996 Education Act and the school is allowed to make a charge in full. The visit will cost £ ____.”

“If there are insufficient pupils to make the activity/trip viable, then the trip will be cancelled and a full refund will be given.”

6.2 Voluntary Contribution

“Under the 1996 Education Act the school requests a voluntary contribution of £____ if you wish your child to take part in this visit.”

“The contribution is voluntary but the visit will only take place if there are enough voluntary contributions to make the trip possible otherwise the trip will be cancelled and a full refund will be made. Please indicate your agreement to pay the voluntary contribution on the return slip.”

“Parents who are eligible for a reduction according to the schools charging and remissions policy or receive free school lunches, should contact the organiser of the trip for further information about financial support.”

The trip information should include as part of the reply slip

Name _____ Tutor Group _____

(1) I wish my son/daughter to take part in the proposed visit to _____

(2) I agree to pay the voluntary contribution of £____.

Signed _____ Date _____
(Parent/Guardian)

All letters making charges or requesting voluntary contributions should be typed by the school office and submitted to the headteacher or deputy before being issued.